



MOUNT LEBANON BAND BUILDERS NOMINATING COMMITTEE INFO 3/11/24

Current Applicable MLBB ByLaws

ARTICLE V VOTING

Section 1 Only regular members of this organization who have paid fees are eligible to vote.

Section 2 Current membership must be verified for voting privileges.

Section 3 Voting by proxy is prohibited.

ARTICLE VI OFFICERS

Section 1 The elected officers of this organization shall be:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Director of Administration

Section 2 Officers shall be elected each year at the April membership meeting. They shall assume office June 1, with a period of transition occurring during the month of May.

Section 3 Officers will be elected by ballot from a slate prepared by the Nominating Committee. If there is only one nominee for any office, upon adoption of the motion from the floor, the election for that office may be by voice vote. A majority vote shall be required for election. If there is more than one candidate for any of the offices, the entire election shall be by ballot. For each of the elected offices, the candidate with the greatest number of votes shall be declared the winner.

Section 4 The following provisions shall govern the qualifications and eligibility of individuals to be officers of Mount Lebanon Band Builders:

- a. Only regular members of the organization shall be eligible to hold office.

- b. Members cannot hold more than one (1) elected position at the same time.
- c. The term of office shall be for one (1) year or until their successors are elected and no officer shall serve more than two (2) consecutive terms in the same office.
- d. If an office cannot be filled, an officer serving two (2) consecutive terms in the office in question may be extended for not more than one (1) additional term.
- e. No more than two (2) people may share all offices of the organization. Shared officers shall have equal power and the term "Co-" shall precede their titles. For the purpose of presiding at meetings or performing any other duties that require only one person, co officers shall decide between them which shall be the presiding officer and the decision(s) of the presiding officer shall be final.
- f. All officers shall be eligible to chair committees of the organization.

Section 8

A Nominating Committee of not less than five (5) members shall be elected from the regular membership at a General Membership meeting at least two (2) months prior to the election.

- a. The committee shall be made up of one regular member from each class (i.e. Freshman, Sophomore, etc.), one current executive board member, and the Band Director. The committee shall elect its own chair and the President shall not be a member of the Committee.
- b. The President shall provide the newly elected committee with a copy of the bylaws and a current membership list.
- c. The consent of all candidates must be obtained before their name is placed in nomination.
- d. Any regular member may nominate a candidate(s) for any of the elected offices. Nominations shall be in writing and submitted to the Chairperson of the Nominating Committee at least two weeks prior to the election.
- e. More than one candidate may be nominated for each office.
- f. The committee will prepare a slate of candidates and present it via the band email newsletter at least one week prior to the election.

ARTICLE X

SPECIAL COMMITTEES

Section 1

- a. Election Committee – the purpose of this committee shall be to conduct the annual election of officers. The committee will be responsible for all administrative functions necessary to conduct a fair election, including the printing of the ballots. The committee shall count the ballots, determine, and announce the winners.

MLBB OFFICER ROLES UP FOR NOMINATION

CO-PRESIDENT to serve with current Co-President, Cathy Neergaard

ARTICLE VII DUTIES OF OFFICERS

Section 1 The officers shall perform all duties as specified in the following sections of this article of the bylaws. In addition, all officers shall perform any other duties as are prescribed by law, included in the Articles of Incorporation, included in the standing rules, or which may be assigned by the Executive Board.

Section 2 The President shall:

- a. preside at all general meetings of the organization;
- b. serve as presiding officer of the Executive Board;
- c. coordinate the work of the officers and committees of this organization in order that the purposes may be promoted;
- d. be authorized to co-sign all checks of the organization;
- e. serve as an ex-officio member of all standing committees except the nominating and finance committees;
- f. appoint all special committees; and
- g. appoint all committee chairpersons.

CO-VICE PRESIDENT

ARTICLE VII DUTIES OF OFFICERS

Section 1 The officers shall perform all duties as specified in the following sections of this article of the bylaws. In addition, all officers shall perform any other duties as are prescribed by law, included in the Articles of Incorporation, included in the standing rules, or which may be assigned by the Executive Board.

Section 3 The Vice-President shall:

- a. Perform the duties of the President in the event of the absence or disability of the President;
- b. be authorized to co-sign all checks of the organization;
- c. arrange for trucks and drivers to transport equipment for marching band performances and trips; and
- d. arrange for suitable adult chaperones to accompany and escort the band during its activities.

SECRETARY

ARTICLE VII DUTIES OF OFFICERS

Section 1 The officers shall perform all duties as specified in the following sections of this article of the bylaws. In addition, all officers shall perform any other duties as are prescribed by law, included in the Articles of Incorporation, included in the standing rules, or which may be assigned by the Executive Board.

Section 4 The Secretary shall:

- a. keep such records and minutes of all meetings which will give an accurate account of the business of this organization;
- b. keep an accurate record of the members in attendance at all general and Executive Board meetings;
- c. have charge of keeping, maintaining, and preserving all documents, letters, supplies, and materials which belong to the organization; and
- d. shall attend to such general correspondence of the organization as the President or Executive Board shall direct.

TREASURER

ARTICLE VII DUTIES OF OFFICERS

Section 1 The officers shall perform all duties as specified in the following sections of this article of the bylaws. In addition, all officers shall perform any other duties as are prescribed by law, included in the Articles of Incorporation, included in the standing rules, or which may be assigned by the Executive Board.

Section 5 The Treasurer shall:

- a. receive all funds on behalf of the organization and give a receipt therefore;
- b. deposit all funds in a depository to be approved by the Executive Board;
- c. be authorized to co-sign all checks of the organization;
- d. have checks signed by two authorized officers of the organization;
- e. pay such bills and allotments which are approved by the Executive Board;
- f. keep and maintain an accurate record of the financial business of the organization;
- g. prepare the records for the Finance Committee at the end of the school year;
- h. present to the Executive Board a proposed budget of income and expenditures in connection with the program for the school year;
- i. present the annual budget for membership approval at the August General meeting;
- j. provide a current monthly report for Executive Board and General Membership meetings;
- k. prepare all tax returns required by the Internal Revenue Service, Commonwealth of

Pennsylvania, or other appropriate authority; and

- l. prepare any other forms required for the organization such as the Annual Incorporation Statement and the Tax-Exemption form for the Commonwealth of Pennsylvania.

MLBB STANDING COMMITTEE ROLES UP FOR NOMINATION

MEMBERSHIP FUNDRAISING

ARTICLE IX STANDING COMMITTEES

Section 1 The Standing Committees are:

- a. The Membership Chairperson shall manage collection of the Mt. Lebanon Marching Band Annual Fee from all members in accordance with these bylaws.
- b. The Fundraising Coordinator shall:
 1. determine the financial feasibility of fundraising projects for the organization and present them to the Executive Board for approval;
 2. coordinate all fundraising activities of the organization, including the scheduling of all fundraising events, the recruitment of Chairpersons and the recommendation of additional fundraising events;
 3. ensure that all activities are adequately documented upon their conclusion;
 4. and report to the Executive Board and General Membership the status of all projects.

Section 2 Standing Committee Chairpersons ("Standing Chairs") shall assume their chairs June 1, with a period of transition at the mutual agreement of the outgoing and incoming chairpersons. They shall be given the responsibilities and authorities necessary to accomplish the specific tasks of their committees as mandated by these bylaws or as otherwise directed by the President or Executive Board.

Section 3 No more than two (2) persons may chair Standing Committees. In instances where chairs are shared, each person shall have the title "Co-Chairperson" and share equal power. For chairing meetings or performing any other duties that require only one (1) person, Co Chairpersons shall decide between them which of them shall officiate and the decision(s) of the officiating Chairpersons shall be final.

Section 4 All Standing Chairs may appoint "Vice Chairpersons". The purpose of the Vice Chairperson shall be to assist the Standing Chair in the work of the committee and to perform the duties of the Standing Chair in the event of the absence or disability of the Standing Chair, or in the event that the position shall be vacated.

Section 5 A Standing Chair may serve for a term of one (1) year and shall serve no more than two (2) consecutive terms in the same office. However, in the event that a new Standing Chair cannot be found, a Standing Chair serving two (2) consecutive terms in the position in question may be extended for not more than one (1) additional term.

Section 6 The President is a non-voting, ex-officio member of all committees except the Nominating Committee and Finance Committee.

- Section 7 The Band Director is a non-voting, ex-officio member of all committees except the Finance Committee
- Section 8 All committees must present a plan of work and proposed budget to the Executive Board for approval.
- Section 9 Standing Chairs may recruit as many committee members as they feel are necessary to accomplish the task of their committee.
- Section 10 Committees shall meet on the call of the Standing Chair.